

## **General Frequently Asked Questions**

### **Q - How would I get a copy of my training transcript?**

A - E-mail [EPtraining@lanl.gov](mailto:EPtraining@lanl.gov) to request a copy of your training transcript or go to the LANL homepage under Tools, click on My LANL.

### **Q - What is a Training Plan?**

A - A Training Plan is a group of courses (identified through the LANL training Questionnaire, by ERSS Management, or other analysis) required for workers to perform a specific job or task.

### **Q - How do I know what Training Plans (TP) I am required to train to?**

A - E-mail [EPtraining@lanl.gov](mailto:EPtraining@lanl.gov) to request a copy of your training plan transcript.

### **Q - What if I do not agree with the TP's that are assigned to me?**

A - Have your line manager send an e-mail to [EPtraining@lanl.gov](mailto:EPtraining@lanl.gov) listing the training plans for removal or addition.

### **Q - How do I know if my training is complete?**

A - You can go to the LANL homepage under Tools, Click on My LANL to view your training transcript, incomplete training and complete training.

### **Q - If I have question about my training who can I call?**

A - You can either e-mail [EPtraining@lanl.gov](mailto:EPtraining@lanl.gov) or call one of the Training Staff members.

### **Q - How would I know what courses I need to take to complete a TP?**

A - E-mail [EPtraining@lanl.gov](mailto:EPtraining@lanl.gov) for a copy of an EDS Training Plan Overview (TPO) report printout (this report list all courses within a Training Plan).

### **Q - What is WQAS (Worker Qualification and Authorization System)?**

A - The WQAS is a web-based application that shows the relationships among the following: Work Activities, Training (EDS training plans or super training plans) or other requirements required for that work activity, Workers who may be assigned to perform that work activity. The WQAS application allows, responsible line managers, and PIC's to verify the qualification of a worker for specific activities.

### **Q - What is a Qualification Standard?**

A - Qualification standards provide a roadmap of training and qualification or certification requirements necessary to provide workers with the knowledge and skills to perform their tasks and activities safely and effectively. Some of the elements of the Qualification standards are listed below (for a complete list of elements see the Conduct of Training Manual, section 2.2.1): Minimum Entry Level Requirements (i.e., medical, security, access-level, education, physical abilities, and prerequisites, for the position,

institutional policy and procedure requirements). Also included; Institutional, Facility specific, Position-specific activity-task-specific training and core knowledge.

**Q - Who is responsible for making sure I am complete on training and authorized to work?**

**A -** You and your supervisor are responsible to ensure that you are completely trained and qualified to all training requirements for any task/function you perform before performing that task or function.

**Q - What do I do if my current position changes?**

**A -** Have your line manager notify the ERSS training team at [ersstraining@lanl.gov](mailto:ersstraining@lanl.gov) to add you to the training plan that applies to your new position and have you removed from the training plans that apply to your old position.

**Q - What if I am having trouble accessing procedures on the web?**

**A -** For all Web related issues contact the ERSS web team at: [erssweb@lanl.gov](mailto:erssweb@lanl.gov)

**Q - What if I'm having trouble getting credit for procedures on the web?**

**A -** You can either e-mail [EPtraining@lanl.gov](mailto:EPtraining@lanl.gov) or call one of the Training Staff members.